



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

JUNE 2017

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Performance Measures

Police Calls and Service Times

* NOTE: Calls for Service listed here, separate frequent checks from all other calls for service.
There are 3,425 frequent checks to date for 2017.

Month	2014	2015	2016	2017
January	2894	2571	2673	2748 + 723 fc
February	2714	2422	2585	2336 + 421 fc
March	2885	2714	2884	3557 + 504 fc
April	3005	2808	2925	2736 + 462 fc
May	3197	2961	3089	3050 + 609 fc
June	3161	3059	3096 +630 fc	3067 + 706 fc
July	3515	3076	2945 +495 fc	
August	3280	3064	2824 + 209 fc	
September	3129	2892	2689 + 404 fc	
October	3158	2805	2813 + 615 fc	
November	2763	2871	2502 + 616 fc	
December	2551	2512	2579 + 608 fc	
TOTAL	36,252 99.3 / DAY	33,755 92.4 / DAY	37,181 (33,604w/o fc) 101.6/ DAY	20,919 (15,053w/o fc) 115.5/ DAY

Crime

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg- Res	Burg- Non	Larc	MV	Total
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June 17	0	1	3	3	10	10	2	91	1	121
June 16	2	1	5	1	3	14	1	53	8	88
Diff +/-	-100%	0%	-40%	33%	233%	-28.5%	100%	71.6%	-87.5%	37.5%
		Monthly		%			Monthly	%		
Violent Crime Diff +/-		12/17		41%	Property Crime Diff +/-		76/104	36.8%		
YTD 17	2	10	13	19	64	52	10	367	20	557
YTD 16	6	12	15	14	75	68	12	287	15	504
YTD%	-66.6%	-16.6%	-13%	35.7%	-14.6%	-23.5%	59.2%	27.8%	8.5%	10.5%
YTD	Violent Crime YTD (Diff #/ %)			122/108 -11.4%	Property Crime YTD (Diff #/)			382/449 17.5%		

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY2017 paving total – 2.40 miles

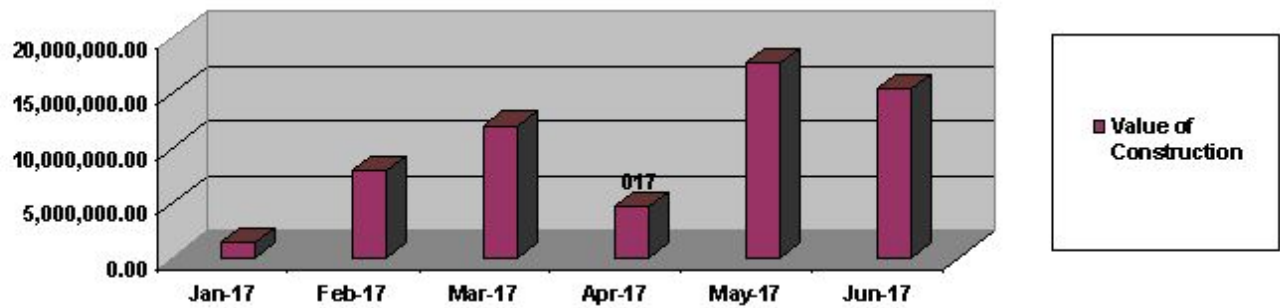
Diversion Rate of Solid Waste from Disposal at a Landfill

- June diversion rate – 42.0%
- 12-month (July 2016 – June 2017) diversion rate – 41.8%

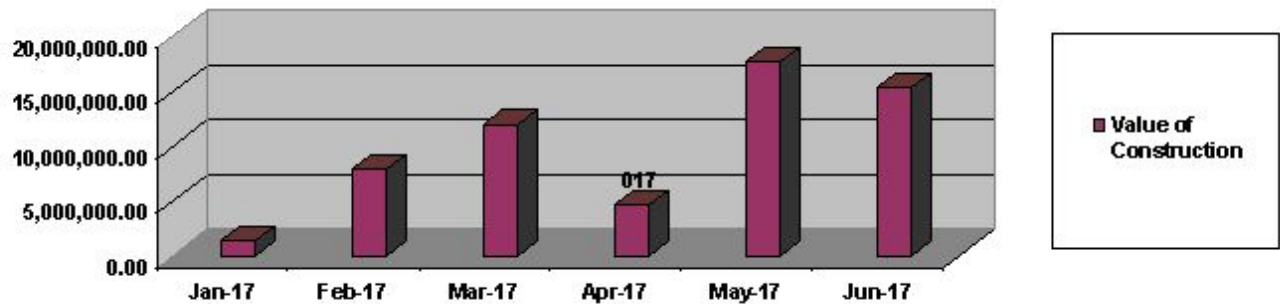
Water Quality Testing Results

- There were no water quality issues with the June 2017 water samples.
- There have been no water quality issues with water samples taken in 2017.

Permits - 714 Permits issued



Value of Private Construction - 15,276,073.65



Private Construction Inspection Performed -

- 1,006 Building and Trade Inspections
- 199 Code Enforcement Inspections
- 21 Use/Life Safety Inspections

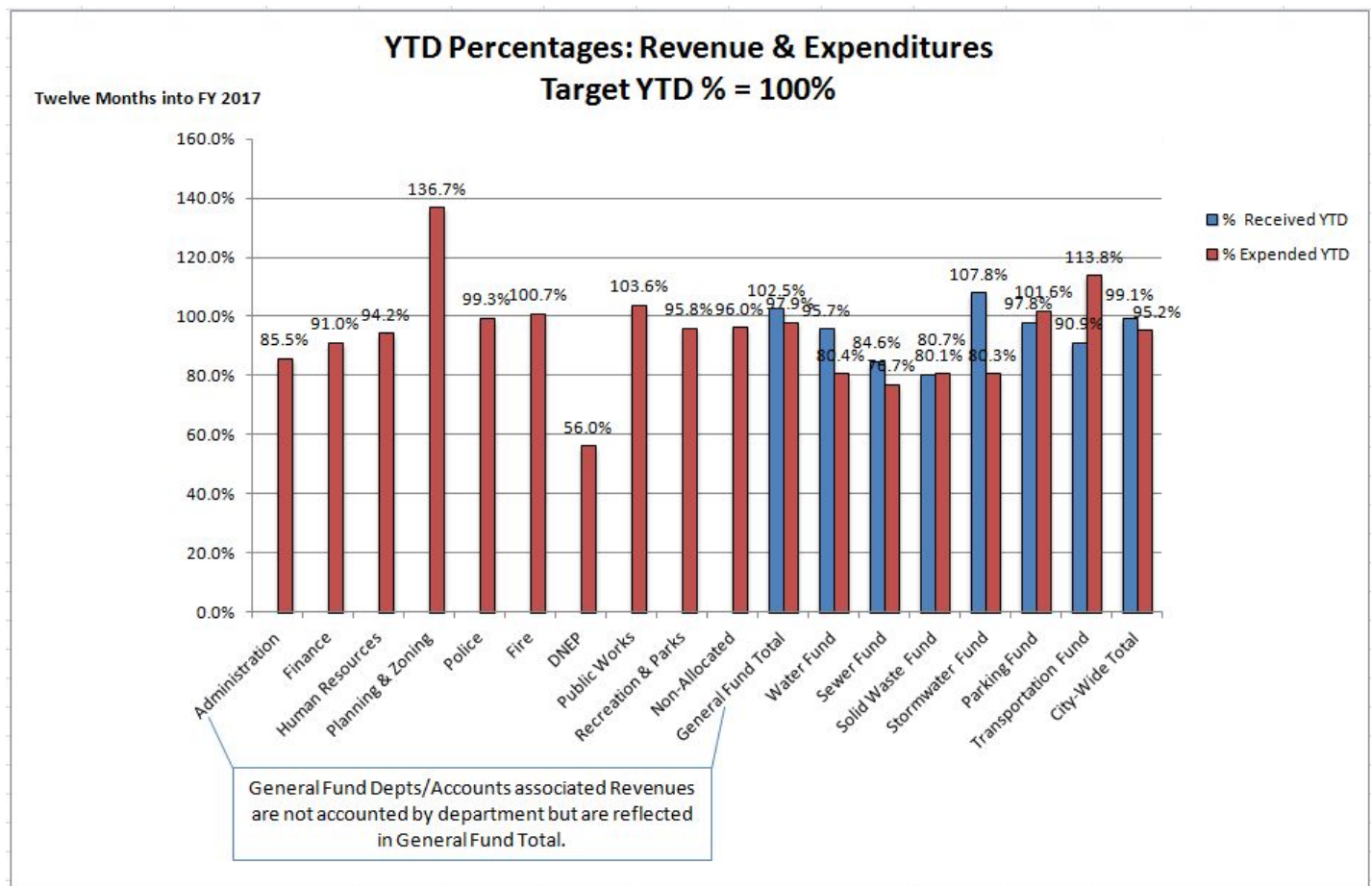
365 Property Maintenance (Also, the following apartment complexes were inspected:

Annapolis Roads –Re-inspected 87 units; Forest Hills Avenue -Inspected 153 units; MD Historic Inns - 3 bldgs/124 units)

Budget Status

YTD Percentages: Revenue & Expenditures						
July 2016-June 2017: YTD 100%						
	Revenues	% Received YTD	Budget	Expenditures	% Expended YTD	Budget
Administration				2,321,114.30	85.5%	2,713,577.36
Finance				4,094,371.57	91.0%	4,498,874.36
Human Resources				699,901.97	94.2%	743,370.02
Planning & Zoning				2,524,474.45	136.7%	1,846,818.70
Police				18,023,576.73	99.3%	18,154,460.67
Fire				16,490,875.66	100.7%	16,370,432.27
DNEP				1,133,752.36	56.0%	2,024,699.34
Public Works				8,107,292.19	103.6%	7,821,889.35
Recreation & Parks				4,466,936.59	95.8%	4,663,279.35
Non-Allocated				13,131,412.87	96.0%	13,678,153.35
General Fund Total	71,932,140.60	102.5%	70,162,667.34	\$ 70,993,708.69	97.9%	\$ 72,515,554.77
Water Fund	7,452,439.21	95.7%	7,789,467.43	6,008,190.58	80.4%	7,475,176.00
Sewer Fund	7,361,345.20	84.6%	8,696,656.00	6,476,784.29	76.7%	8,447,286.09
Solid Waste Fund	2,236,926.99	80.1%	2,793,266.31	1,933,484.58	80.7%	2,396,863.39
Stormwater Fund	962,200.02	107.8%	892,500.00	639,949.33	80.3%	796,547.00
Parking Fund	7,693,671.05	97.8%	7,864,000.00	7,976,442.30	101.6%	7,847,239.00
Transportation Fund	3,427,696.91	90.9%	3,768,806.00	4,086,897.59	113.8%	3,591,219.00
City-Wide Total	\$101,066,419.98	99.1%	\$101,967,363.08	\$ 98,115,457.36	95.2%	\$ 103,069,885.25

****These are NOT final numbers for FY 2017**



Central Purchasing

Current Procurements

RFQ 17-07 – Design-Build-Operate-Maintain for Water Services for Water Quality Management Best Management Practices

- 2 Proposals received. Review in progress.

RFQ 17-16 – Design-Build Services – Water Main and Waste Water Projects

- Prequalified list of bidders developed.

IFB 17-17 – Bywater Park Improvements

- 4 bids received. Review in progress.

RFP 17-21 – Lease of the Market House

- 4 Proposals received. City Council to review and select winning proposal in July.

IFB 18-01 – Water Treatment Chemicals

- 14 Bids received. Review in progress.

IFB 18-02 – Roadway Supplies

- 7 Bids received. Review in progress.

Completed Procurements

RFP 14-14 DPW Maintenance Facilities – Design/Build Services

- Awarded to Gardiner & Gardiner. Design/pricing under review. Demolition scheduled for August.

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Project scheduled for Spring 2018 completion.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Study completed. City Council presentation pending.

RFP 16-06 – Energy Performance Contracting

- Awarded to Honeywell International. Project scheduled for February 2018 completion.

RFP 16-09 – Transit Bus Electronic Fare Box Collection System

- Awarded to TripSpark. Project scheduled for July 2017 completion.

RFP 17-03 – Construction Services – Stanton Center Floor Replacement

- Awarded to L & R Floors. Project scheduled for July 2017 completion.

IFB 17-05 – Chesapeake Avenue Water Main Replacement

- Awarded to Schummer, Inc. Project scheduled for August 2017 completion.

RFP 17-10 – Mosaic Tile Art Mural

- Awarded to Anne-Marie Esson. Project scheduled for June 2017 completion.

RFP 17-12 – Forest Drive Sector Study

- Awarded to The Faux Group. Project scheduled for February 2018 completion.

RFP 17-14 Stormwater and Flood Mitigation Design

- Awarded to AECOM. Project scheduled for September 2017 completion.

Pending Procurements**IFB 17-08 – PMRC Ballfield Grading**

- Draft in progress. Anticipated release in July/August.

RFP 18-03 – Consultant Services – Traffic Impact Studies

- Draft in progress. Anticipated release in July.

RFI 18-04 – Temporary Flood Barriers

- Draft in progress. Anticipated release in July/August.

Capital Projects

Pump Station Replacement/Rehabilitation

Whiton Court PS Wetwell Rehab – Initiating review of options for project implementation.

Sewer Rehabilitation and Water Distribution

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation (72006) – Contractor continues closed circuit televising (CCTV) and CIPP lining work in several locations throughout the City, including at the Naval Academy. Construction is nearly complete on the Shiley Street gravity sewer main replacement project. In August, the contractor will return to replace the force main that discharges to the new sewer main. USNA Flowmeter (72006) – The City's consultant is designing a new flume for USNA sewage flow measurement. Communication with Navy public works staff continues on the schedule and details of the construction. The City has submitted an excavation permit application to the USNA for review. Buried Asset Evaluation (72006 & 71003) – GIS updates are complete and work is underway to complete the comprehensive data update to iWorQ and Models, the final GHD Comprehensive Assessment Plan and 10-yr plan. Review of the final as-built lookup rollout and second draft software review report are nearly complete. Water Meter Purchases (71003) – Residential meter sizing for optimal balance of adequacy for sprinkler flow and maximizing low flow measurement accuracy is under review. Comprehensive radio-read meter purchase and installation continues and prioritization of large meter replacement is ongoing with expected rehabs or replacements by Utilities to follow. Chesapeake Avenue Water Main Replacement (71003) – Replacement of the water main is complete

and testing is underway. Once testing is complete, side streets will be connected and water service connections will be replaced.

Water Tank Rehabilitation

Bidding and construction of the Jefferson Tank rehabilitation project is on hold until FY18 capital funding is available in July.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Water-producing facilities are essentially complete and operating. The Control/Administrative/Maintenance Building is nearly complete, demolition of the old pretreatment basins is complete and installation of precast washwater tank structure is complete. Work continues to make piping and electrical connections, complete site work and other ancillary facilities.

City Dock Bulkhead Replacement, Phase 2

The Bulkhead Replacement project received awards for Outstanding Small Project (under \$20 million) from the Maryland Chapter of the American Society of Civil Engineers (ASCE) and the American Council of Engineering Companies (ACEC). Stormwater management (SWM) design and construction remains to be completed. Coordinating with proposed repairs to the Truxtun Park tennis courts adjacent to the proposed stormwater management (SWM) site. (Ongoing) Development of 110 Compromise is ongoing. Awaiting construction of electrical room to house City Dock electrical panels currently located in the Donner parking lot. BGE expected to conduct their work in November. Preparing RFP for replacement of boardwalk timbers from Phase 1 Bulkhead Replacement. Coordinating with previous design engineer and contractor.

Landfill Gas Mitigation

DPW continues to negotiate with MDE on the Draft Agreement so that a clear course of action can be determined for site mitigation. Sampling work continues for semi-annual monitoring events.

Stormwater Management – City Dock Tidal Flood Mitigation

The final FEMA grant application was submitted in April 2017, but no feedback has been received to date. The \$3.5M grant will be used for the construction of the flood mitigation project. AECOM, the City's consultant, is due to submit a cost proposal for Engineering Design Services for the Stormwater Flood Mitigation project on July 7. The proposal includes detailed scope, schedule and cost proposal to take the concept design through final bid documents. A Community Outreach meeting with the business owners is being coordinated through Downtown Annapolis Partnership. The meeting will be scheduled in late July or early August.

City Hall Projects Heating, Ventilation and Air Conditioning (HVAC) Replacement and Generator Installation

The City Hall underground storage tank (UST) was formally closed on March 24. Waiting for closing documentation from MDE. Waiting for new electric panels to be delivered and scheduled for a weekend outage for replacement.

Maintenance Facilities

The Demo Grading Permit Application will be resubmitted in early June for Soil Conservation District approval. Grading Permit drawings are under review. The Building Permit drawings are due for submission on June 29. Currently evaluating relocating materials from Spa Road to a temporary location on Taylor Avenue, and moving staff, SCADA and fuel controls across the street to 932 Spa Road. The start of demolition of the existing facilities is scheduled in late July or early August.

Road Resurfacing

Work in Hunt Meadows is completed on Hunt Meadows Drive, Pytchley Run Road, and Canterfield Road. Work is underway on Westwick Court and Fair Hill Court.

Main Street Reconstruction

Preliminary design has been completed. The construction is being planned to start in January 2018 with the installation of sprinkler connections, with the roadwork beginning in April 2018 and completion at the end of September 2018. An inventory of buildings with sprinkler system connections indicates that approximately 50 buildings do not have sprinkler connections. The estimated cost to install connections for these locations as part of the Main Street project is in excess of \$1,000,000. HPC public hearing schedule for September 2017. HPC approval anticipated shortly thereafter.

Cornhill Street Sidewalks

HPC approved the application. Funding from the sale of the former City recreation building is now available. Final construction drawings are complete and granite curb has been ordered. Work is expected to begin after the 4th of July and is dependent of the arrival of the granite curb.

Wayfinding Sign Program

All replacement signs to be installed by City crews have been received. There are approximately six signs remaining, which are being installed as time permits. Since they require foundations, coordination with the mason crew is required.

Truxtun Park Ballfield Grading

The Invitation for Bids (IFB) is being prepared for letting the project, with the goal to begin construction in early Fall 2017.

Personnel Update

New Hires

Recreation & Parks:

Dock Assistants - 2

Recreation Temps - 16

Law:

Intern - 1

Emergency Management:

Training & Outreach Coordinator - 1

Police:

School Crossing Guards - 2

Police Records Specialist - 1

Fire:

Firefighter II - 2

Firefighter I/II-EMT-I or CRT - 1

Mayor's Office:

Administrative Assistant - 1

Transportation:

Fleet Maintenance Technician I - 1

P&Z:

Planner - 1

PW Streets:

Temp Laborers - 3

Promotions/Internal Vacancies Filled

Recreation & Parks: Director of Rec & Parks

Police: Police Chief

PW Utilities: Meter Technician I

Law Office Report

Open Litigation

Case Name	Dept	Comments
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McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; oral arguments 5/5/17; CSA affirmed Circuit Court decision. Appellant filed a Motion for Reconsideration, which is pending.
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR (L53-15)	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery completed; City filed Motion for Summary Judgment; decision pending
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; Answers filed; trial postponed; trial date 7/20/17
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (L46-14)	DNEP	Complaint filed; 78 municipal citations total; trial date pending; City filed Petitions for Contempt; 6/22/17 hearing resulted in Defendants being required to file for City permits/approvals and report back to Court on 9/14/17
Hodges v. COA U.S. District Court of Maryland Case No. 1:15-CV-03537 (L14-16)	APD	Complaint and Answer filed; discovery completed; City filed a Motion for Summary Judgment, which is pending ruling along with other motions filed
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN (L29-16)	APD	Complaint and Answer filed; discovery completed; City filed Motion for Summary Judgment; hearing pending
Sparrow v. COA A.A. Circuit Court Case No. C-2017-001584 (L22-17)	APD	Plaintiff filed simultaneous Complaint in Circuit Court corresponding to Complaint filed in Federal Court; City's Answer is pending
Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097 (L32-16)	APD	Appeal of Police Safety Disability & Retirement Board decision affirming HR director's decision to deny disability retirement application; Court affirmed PSDR Board decision; appeal noted to Court of Special Appeals; briefs pending
Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203 (L42-16)	R&P	Appeal of a Civil Service Board ruling affirming City's decision to terminate; Circuit Court affirmed CSB ruling; appeal noted to Court of Special Appeals.
CDM Smith/Haskell v. COA U.S. District Court of Maryland, Case No. 1:16-CV-02621 (L44-16)	PW	Plaintiff filed Amended Complaint; City filed Answer; Breach of Contract lawsuit brought against City re: new Water Treatment Plant construction; discovery ongoing

COA v. JBK, LLC (51-53 West Street mural) A.A. District Court Case Nos. 3z36100900, 1z41100851 (L31-16)	HPC	City issued citations in regard to mural painted on building at 51-53 West Street; trial occurred April 21-22; District Court sustained citations. JKB to file application for Certificate of Approval by 7/29/17.
COA v. Paul & Julie Christian (4 Shipwright Street) A.A. District Court Case No. 4z39921956 (L13-16)	HPC	City issued citation in regard to poor chimney repair; trial postponed tentatively to 8/1/17
Hulbert/Firearms Policy Coalition v. COA, et al. U.S. District Court of Maryland Case No. 1-16-CV-4121 (L1-17)	APD	Complaint seeking Court order declaring City's ban is unconstitutional; City Council rescinded ordinance banning tasers; Plaintiff sought excess of \$33k for attorney fees; City filed Motion for Summary Judgment and to dismiss, which Court granted but ordered City to pay \$2,000 in attorney fees.
Phaneuf v. COA A.A. Circuit Court Case No. C-02-CV-17-000411 (L4-17)	PW	Complaint re: slip/fall on ice; Answer filed; discovery ongoing
Thomas v. COA A.A. Circuit Court Case No. C-02-CV-16-002097 Court of Special Appeals Case No. 1855, September 2016	APD	Complaint re: termination alleging violation of LEOBR; Circuit Court affirmed termination; Plaintiff appealed to CSA; Briefs pending
Thomas v. COA, et al. U.S. District Court of Maryland, Case No. 1:16-CV-03823 (L68-16)	APD	Complaint filed alleging racial and disability discrimination; discovery ongoing; City filed Motion for Summary Judgment, which is pending
Erie Insurance/Farr v. COA A.A. District Court Case No. D-07-CV-17-005877 (L19-17)	DOT	Complaint for property damage resulting from bus accident; trial scheduled for 8/17/17
MCCR / EEOC Cases:		
Spearman v. COA	APD	Claim and Answer filed; fact-finding conference pending
Henry v. COA	APD	Claim and Answer filed; fact-finding conference pending
Administrative Hearings:		

(none)	APD	
Workers' Compensation Appeals to Circuit Court:		
COA v. Cisneros	APD	City appealed WCC finding allowing continuation of temporary partial benefits; pretrial conference is scheduled for 10/4/17 with a trial date to be scheduled at that time
Union Grievances:		
(none)		

Adopted Legislation

Legislation adopted on 6/12/17

R-15-17 Position Classifications and Pay Plan - For the purpose of approving the FY 2018 position classification and pay plan effective July 1, 2017.

R-16-17 Capital Improvement Program Fiscal Years 2018 - 2023 - For the purpose of adopting a capital improvement program for Fiscal Years 2018-2023 (July 1, 2017 - June 30, 2023).

R-17-17 FY 2018 Fees Schedule Effective July 1, 2017 - For the purpose of specifying fees that will be charged for the use of City services for FY 2018.

O-22-17 Capital Budget Fiscal Year 2018 - For the purpose of adopting a capital budget for Fiscal Year 2018; and appropriating funds for expenditures for the Fiscal Year 2018 capital budget.

Legislation adopted on 6/19/17

O-24-17 Boat Launch Enforcement Authority - For the purpose of permitting an authorized agent of the City of Annapolis to exercise limited authority in boat launch enforcement; ensuring that patrons that utilize boat ramp(s) pay appropriate launching fees; and matters generally relating to extending boat launch enforcement powers to an authorized agent.

R-7-17 Equal Protection Commission – For the purpose of creating a Commission to study and provide the Mayor and City Council with a public forum to recommend and act to understand, mandate and enforce “equal protection under the law” in Annapolis; and all matters relating to said Commission.

O-18-17 Personal Care Establishments in the PM District - For the purpose of removing restrictions on the operation of a personal care establishment in the PM, Professional Mixed Office zoning district.

R-18-17 FY 2018 Fines Schedule Effective July 1, 2017 - For the purpose of specifying fines that will be charged for FY 2018.

O-25-17 Issuance of General Obligation Bonds and Bond Anticipation Notes - For the purpose of authorizing and empowering the City of Annapolis (the "City") to issue and sell, upon its full faith and credit, (i) one or more series of its general obligation bonds in the aggregate principal amount not to exceed \$7,300,000, pursuant to Sections 19-301 through 19-309, inclusive, of the Local Government Article of the Annotated Code of Maryland, as amended, and Article VII, Section 11 of the Charter of the City of Annapolis, as amended (the "Bonds") and (ii) one or more series of its general obligation bond anticipation notes in anticipation of the issuance of the Bonds in the maximum aggregate principal amount equal to the maximum aggregate principal amount of the Bonds, pursuant to Sections 19-211 through 19-222, inclusive, of the Local Government Article of the Annotated Code of Maryland, as amended (the "Notes"); providing that the Bonds and Notes shall be issued and sold for the public purpose of financing and refinancing certain capital projects of the City as provided in this Ordinance; prescribing the form and tenor of the Bonds and the Notes; providing for the method of sale of the Bonds and Notes and other matters relating to the issuance and sale thereof; providing for the disbursement of the proceeds of the Bonds and Notes; covenanting to levy and collect all taxes necessary to provide for the payment of the principal of and interest on the Bonds and Notes; and generally providing for and determining various matters relating to the issuance, sale and delivery of the Bonds and the Notes.

O-21-17 Annual Operating Budget: Fiscal Year 2018 - For the purposes of adopting an operating budget for the City of Annapolis for Fiscal Year 2018; appropriating funds for expenditures for Fiscal Year 2018; defraying all expenses and liabilities of the City of Annapolis and levying same for the purposes specified; specifying certain duties of the Director of Finance; and specifying a rate of interest to be charged upon overdue property taxes.

City Clerk

52 – Fully Executed Contracts/Agreements
6 - Special Event Application Reviewed
2- Draft City Council Meeting Minutes
2- Work Session Agenda
2 - Payroll Processed
103 – Citizen Requests – Election Related
9- Meeting Attendance

Board Of Supervisors Of Election:

ALL Board of Supervisors of Elections "BOSE" Agendas and Minutes can be found on the City's website at

<http://www.annapolis.gov/650/Board-of-Supervisors-of-Elections>

THE NEXT MEETING OF THE BOARD OF SUPERVISORS OF ELECTION WILL BE HELD ON **THURSDAY, June 20, 2017 @ 7:00 p.m.** in the Mayor John T. Chambers, Jr., City Council Chambers located at 160 Duke of Gloucester Street, 2nd Floor, Annapolis, Maryland 21401.

ELECTION DEADLINE FOR June:

June 2017

Tuesday, June 20, 2017

- Deadline for changing polling places

Code Sec. 4.08.110 B

Except in emergencies a new polling place may not be designated, nor may the location of an existing polling place be changed, after the Tuesday which is thirteen weeks prior to any primary election. Where possible and feasible, the polling places utilized for the immediately preceding presidential election shall be used.

Meeting Actions – Thursday, June 15, 2017:

Business And Miscellaneous

APPROVAL of the Minutes for May 18, 2017.

Certified Candidates

John "Bumper" Moyer (D) Aldermanic Candidate Ward 8 – 5/25/17

James P. Appel (R) Aldermanic Candidate Ward 5 – 6/14/17

The board members reviewed and discussed the Certificates of Candidacy.

Discussion

Campaign Fund Reports

1. Campaign Reporting - Credit Cards & Processing Fees
2. City of Annapolis Analysis of Campaign Fund Reports dated May 22, 2017
3. Transfer of Funds

The board agreed to review and discuss the subject of transfer of funds after Mr. Jared Demarinis, Director Division of Candidacy and Campaign Finance, Maryland State Board of Elections responds to the email forwarded to him on June 6, 2017. The board also agreed to add topic number 3 Transfer of Funds to the meeting agenda for Thursday, July 20, 2017.

4. Campaign Fund Reporting Deadlines

The board members reviewed and discussed the campaign fund reporting topics number 1, 2 and 4 listed above.

Form – Request For Polling Place Change Or Absentee & City Code Sec. 4.08.050 / 4.28.020 And 4.24.160.

Member Myers moved to defer the use and the discussion of usage for the Polling Place Change or Absentee Form until after the City of Annapolis Municipal General Election.

Early Voting Request – Ald Littmann

Member Myers moved to defer the discussion of Early Voting until after the City of Annapolis Municipal General Election.

Updates Election Planning/ Operations

The board requested a calendar be created, which contains information on when the boards presence is required at the Anne Arundel County Board of Elections Office and at the City of Annapolis, Board of Supervisors of Elections Office.

The Official 2017 City of Annapolis, Board of Supervisors of elections, Judges Manual – received Friday, July 13, 2017

To view 2017 Municipal Election Information, please visit link below:

<http://www.annapolis.gov/420/Elections>

Election Related – Request from AACo _Board of Elections Office:

1. Wed, Jul 12, 2017 from Joe Torre Election Director

“Please send me copies of the absentee ballots for each ward you had printed in the 2013 elections.”

Information sent: Wed, Jul 12, 2017

The information requested can be found on the City's Website. To view information please use link below:

<https://www.annapolis.gov/548/Sample-Ballots>

2. Wed, Jul 12, 2017 from Davis Garreis, Deputy Director

“The SBE Municipal Election document which contains a Municipal Election Questionnaire in Appendix C. I've attached a copy of the Municipal Election document we distributed as well as a draft copy of Appendix C with answers based on MOU Exhibit B Voting System Infrastructure and MOU Exhibit D - The 2017 City of Annapolis Election Calendar.

We request that you review and approve the answers provided in the Municipal Election Questionnaire.”

Information sent: Wed, Jul 12, 2017

I agree with Acting City Attorney Leonard and City Clerk Watkins-Eldridge reviewed and Okayed - Appendix C – MUNICIPAL ELECTION QUESTIONNAIRE.

3. Mon, Jul 10, 2017 from Joe Torre Election Director

“Proofing this list for ballot preparation. The attached list has a total of 4 Mayoral Candidates and 16 Aldermanic Candidates.

Please send us the candidate filing form for each candidate, showing exactly how they would like their name to appear on the ballot, so that we may begin our proofing process”

Information sent: Wed, Jul 12, 2017

4. Jared DeMarinis Director - Division of Candidacy and Campaign Finance Maryland State Board of Elections

Information sent: To Board of Supervisors of Elections Office from: Jared DeMarinis Director - Division of Candidacy and Campaign Finance Maryland State Board of Elections, **Summary Guide, Maryland Candidacy & Campaign Finance Laws**

The guide will be added to the City of Annapolis’ website, City Election Page as “Informational Only”

Alcoholic Beverage Control Board:

MEETING OF THE **ALCOHOLIC BEVERAGE CONTROL BOARD HELD Wednesday, June 7, 2017 @ 7:00 p.m.** in the Mayor John T. Chambers, Jr., City Council Chambers located at 160 Duke of Gloucester Street, 2nd Floor, Annapolis, Maryland 21401

2017 Applications Processed:

9 - One Day Licenses

3 - Consumption on City Property Applications – Location Stanton Center

1- Transfer Liquor License Applications received and processed

Actions - Alcoholic Beverage Control Board, June 7, 2017 Minutes

Member Leonard Berman moved to **approve** the Journal of Proceedings of **May 3rd, 2017**. Seconded. CARRIED on voice vote.

The agenda was amended to allow a request for a Consumption of Alcoholic Beverages on City Property **(for Stanton Community Center)** received in the Clerk’s Office on Wednesday, June 07, 2017.

Public Hearing

Transfer Of License

Transfer of License from Main Street Trattoria t/a Mangia to: Golden Empire Corporation t/a Mangia
An application for a transfer of an Alcoholic Beverage License Class B-4.x.a.b., Beer, Wine and Liquor, on sale six a.m. to twelve midnight seven days per week (special Sunday license), In addition, sales as authorized from twelve midnight to two a.m., In addition, off-sale Monday through Saturday during hours, In addition, off-sale Sunday during authorized hours (special Sunday License) with Sidewalk Cafe by Lynn A.

White, and Doris Diana Melgar Centeno for the premises known as Golden Empire Corporation t/a Mangia, 81 Main Street, Annapolis, Maryland 21401.

Alan J. Hyatt, attorney 200 Westgate Circle, Suite 500, Annapolis, Maryland 21401 representing Hyatt & Weber, P.A. for the applicant, Golden Empire Corporation t/a Mangia, 81 Main Street, Annapolis, Maryland 21401, gave a brief presentation and requested that exhibits 1-16 in the file titled: Golden Empire Corporation t/a Mangia, 81 Main Street, Annapolis, Maryland 2140, City of Annapolis, Alcoholic Beverage Control Board, Transfer of License- Class B-4.x.a.b., Beer, Wine and Liquor, On and Off Sales, Sidewalk Café, Hearing: June 7, 2017 at 7:00 p.m. be entered in the record.

Chair Harris entered the following into the record:

- Exhibit #1: Affidavit of Posting
- Exhibit #2: Affidavit of Mailing Notice
- Exhibit #3: Application for Alcoholic Beverage License (New or Transfer)
- Exhibit #4: Amended Transfer application to include Sidewalk Cafe
- Exhibit #5: Licensee One - Qualifying Applicant
- Exhibit #6: Licensee Two
- Exhibit #7: Alcoholic Beverage Control Board Transfer Authorization
- Exhibit #8: Alcoholic Beverage Control Board Affidavit of Transferor
- Exhibit #9: Articles of Incorporation for a closed Corporation
- Exhibit #10: Stockholder Action Authorizing Issuance of Stock
- Exhibit #11: Non- assessable shares certificate – Doris Diana Melgar Centeno
- Exhibit #12: Non- assessable shares certificate –Lynn A. White
- Exhibit #13: Department of Assessment and Taxation
- Exhibit #14: Architectural Drawing
- Exhibit #15: Tips Certificate- Jordon Hanson
- Exhibit #16: Resume- Jon Arason

Applicant(s) Lynn A. White, 581 Quaker Ridge Ct., Arnold, Maryland 21012, and Doris Diane Melgar Centeno, 1910 Town Center Blvd., Annapolis, Maryland 21401 were present and answered questions addressed by the Board.

Present and testified on behalf of the application:

Expert Witness- Jon Arason, 707 Glendon Avenue, Annapolis, Maryland 21403

Interpreter for Doris Diane Melgar Centeno- Emanuel Mendoza, 8937 Twin Ridge Drive, Glen Burnie, Maryland, 21061

General Manager- Gordon McKinney, 1798A Bay Ridge Avenue, Annapolis, Maryland 21403

No one from the general public spoke in favor of, or in opposition to the application.

Member Berman moved to **Conditional Approval** the application for a **Class B-4.x.a.b., Beer, Wine and Liquor, on sale six a.m. to twelve midnight seven days per week (special Sunday license), In addition, sales as authorized from twelve midnight to two a.m., In addition, off-sale Monday through Saturday during hours, In addition, off-sale Sunday during authorized hours (special Sunday License) with Sidewalk Cafe** by Lynn A. White, and Doris Diana Melgar Centeno for the premises known as Golden Empire Corporation t/a Mangia, 81 Main Street, Annapolis, Maryland 21401,

pending a release from the Comptroller of Maryland stating all delinquent Maryland Sales & Use Taxes are paid. Seconded. CARRIED on voice vote.

Chair Harris declared the public hearing closed at 7:46 p.m.

Business and Miscellaneous Items

Request For Substitution Of Licensee

Compromise Street Food Services t/a Annapolis Waterfront Hotel Marriott

Licensee being removed: Amy Snyder - New Licensee to be Added: **Michael Case**

Applicant Michael Case, 1401 Bayridge Avenue, Annapolis, Maryland 21403 was present and answered questions addressed by the Board.

Member Berman moved to **approve** the substitution of **Michael Case** as an officer on the alcoholic beverage license of **Compromise Street Food Services t/a Annapolis Waterfront Hotel Marriott**. Seconded. CARRIED on voice vote.

Temporary Extension Of Premises – Open To The Public With Music

Bert Jabin's Yacht Yard, Inc

7310 Edgewood Road, Annapolis, MD 21403 – Annual Customer Appreciation Day, Saturday, June 10, 2017 between the hours of 11:00 AM through 2:00 PM.

Licensee Rod Jabin, 2504 Lyon Drive, Annapolis, Maryland 21403 presented the request and answered questions addressed by the Board.

Member Berman moved to **approve** the request for an extension of licensed premises during a special event to **Bert Jabin's Yacht Yard, Inc**, 7310 Edgewood Road, Annapolis, MD 21403 – Annual Customer Appreciation Day, Saturday, June 10, 2017 between the hours of 11:00 AM through 2:00 PM. Seconded. CARRIED on voice vote.

Special Class C One Day Liquor License With Consumption Of Alcoholic Beverage On City Property

Special Class C, One-day Liquor License With Consumption Of Alcoholic Beverages On City Property

Annapolis Design District - Summer Block Party

Thursday, June 8, 2017, 5:30- 8:30 p.m., 100 Edgewood Road, Annapolis MD 21401.

Applicant Jess White, 1705 Virginia Avenue, Annapolis, Maryland 2141 was presented the request and answered questions addressed by the Board.

No one from the general public spoke in favor of or in opposition to the application.

Member Zagwodzki moved to **approve** the application for a Special Class C, One Day Liquor License with Consumption of Alcoholic Beverages on City property to **Annapolis Design District - Summer Block Party** Thursday, June 8, 2017, 100 Edgewood Road, Annapolis MD 21401 between the hours of 5:30 through 8:30 p.m. Seconded. CARRIED on voice vote.

Back Creek Benefits - Eastport a Rockin Charity Music Festival

Saturday, June 17, 2017, 11:00 a.m. through 8:00 p.m. Second Street between Back Creek and Eastern Avenue, Bay Shore Avenue, Horn Point Harbor, Annapolis, MD 21403.

Applicant Jessica Pachler, 506 President Street, Annapolis, Maryland 21401 presented the request and answered questions addressed by the Board.

No one from the general public spoke in favor of or in opposition to the application.

Member Berman moved to **approve** the application for a Special Class C, One Day Liquor License with Consumption of Alcoholic Beverages on City property to **Back Creek Benefits - Eastport a Rockin Charity Music Festival** Saturday, June 17, 2017 11:00 a.m. through 8:00 p.m., Second Street between Back Creek and Eastern Avenue, Bay Shore Avenue, Horn Point Harbor, Annapolis, MD 21401. Seconded. CARRIED on voice vote.

Latoya's 35th Birthday Party

Saturday, June 17, 2017, 8:00 p.m. through 12:00 a.m., 92 West Washington Street, Annapolis, Maryland 21401

Applicant Teri Hunt, 1315 Tyler Avenue, Annapolis, Maryland 21403 was present and answered questions addressed by the Board.

Member Berman moved to **approve** the application for a Consumption of Alcoholic Beverages on City Property to Teri Hunt, 1315 Tyler Avenue, Annapolis, Maryland 21403 at the Stanton Community Center from 8:00 p.m. to 12:00 a.m. on Saturday, June 17, 2017. Seconded. CARRIED on voice vote.

The City Clerk's Office will send out reminder notifications to the licensed establishment who chose bifurcated payment as part of the 2017-2018 Renewal Process on Tuesday, August 1, 2017.

City Council:

Position UPDATE, as of July 13, 2017:

Position City Council Associate (1521) Opening date May 5, 2017 Department Office of Law **Closing date May 19, 2017** Salary range \$45,446.73 \$72,714.38 (A10) General statement of duties Performs a wide variety of administrative functions in the City Clerk's Office providing logistical and administrative assistance to the City Council. Distinguishing features of the class this is a responsible administrative position in the Office of the City Clerk which involves detailed administrative functions related to implementation of specific activities and responsibilities. Considerable judgment is required in establishing or adapting work procedures to new situations and in performing varied administrative services.

Attendance at City Council and Council committee meetings is required. Supervision and direction is received from Members of the City Council and the City Manager.

42- Application received from Office of Human Resources on June 28, 2017. Applications reviewed by Alderwoman Finlayson and Alderman Arnett. The Alderperson selected 5 applicants to be considered.

Interviews will be scheduled for Tuesday, June 18, 2017 with a backup date of Wednesday, June 19, 2017.

Miscellaneous:

Training for New Deputy City Clerk – underway

Forwarded to City Manager and Public Information Officer for PUBLISHING:

To adequately inform the public and provide timely information on regularly scheduled public hearings on legislation and other matters before the City Council, and Council Meeting Agendas. To be sent the Wednesday after the last City Council Meeting.

Notice Of Annapolis City Council Public Hearings

Notice is hereby given that the Annapolis City Council will hold a public hearing on **Monday, June 12, 2017 at 7.00 p.m.**, in the Mayor John T. Chambers, Jr., City Council Chambers, 160 Duke of Gloucester Street, Annapolis, MD 21401 on the following items:

Public Hearing Cont:

O-18-17 Personal Care Establishments in the PM District - For the purpose of removing restrictions on the operation of a personal care establishment in the PM, Professional Mixed Office zoning district.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2982045&GUID=455C57E4-144D-425C-B605-B76CF4A69F3F&Options=ID|Text|&Search=O-18-17>

Public Hearings:

O-13-17 Parking Enforcement and Rulemaking Responsibilities - For the purpose of updating parking enforcement and rulemaking responsibilities in Chapters 2.36, 12.08 and 12.32 in the Code of the City of Annapolis; and matters generally relating to updating parking enforcement and rulemaking responsibilities.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2974101&GUID=60A43F42-02AD-4CE2-836F-68C31F14A673&Options=ID|Text|&Search=O-13-17>

O-27-17 Special Parking Permits for Transport and Contractors - For the purpose of establishing parking shuttle eligibility for special parking permits; limiting special parking permits within the Historic District; and clarifying conditions for issuing special parking permits.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=3042436&GUID=8B5AD60F-9D50-477A-8355-AD816A644362&Options=ID|Text|&Search=O-27-17>

O-28-17 Removing City Employee Parking from Hillman Garage - For the purpose of improving parking availability in the downtown commercial area by relocating most City employee parking from Hillman Garage to satellite parking facilities; and providing transportation to and from said satellite parking facilities.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=3042437&GUID=F4CA129E-ECDC-421A-B623-C63FFEDA73D1&Options=ID|Text|&Search=O-28-17>

O-29-17 Double Parking - For the purpose of authorizing double parking for the expeditious loading and unloading of commercial vehicles.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=3042961&GUID=F66637ED-7BB3-4ECB-8A36-964BF91699E4&Options=ID|Text|&Search=O-29-1>

2nd Notice For April

Notice Of Annapolis City Council Public Hearings

Notice is hereby given that the Annapolis City Council will hold a public hearing on **Monday, June 19, 2017 at 7.00 p.m.**, in the Mayor John T. Chambers, Jr., City Council Chambers, 160 Duke of Gloucester Street, Annapolis, MD 21401 on the following items:

Public Hearings:

O-30-17 Audit Committee - For the purpose of establishing an Audit Committee; authorizing the powers and duties of the Audit Committee; and matters generally relating to said Audit Committee.

To view legislation, visit link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=3055361&GUID=5D522B3F-2EBA-4841-8669-776A104E12B8&Options=ID|Text|&Search=O-30-17>

O-32-17 Moderately Priced Dwelling Unit Amendments - For the purpose of ensuring that the construction of Moderately Priced Dwelling Units is consistent with their community, limiting fees in lieu of constructing Moderately Priced Dwelling Units, and improving sales of Moderately Priced Dwelling Units.

To view legislation, visit link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=3059363&GUID=4024AE95-6335-49C4-9EC0-A48B8DC29B41&Options=ID|Text|&Search=O-32-17>

O-33-17 Stormwater Utility Fund - For the purpose of renaming the Stormwater Utility Fund, which shall be known henceforth as the Watershed Restoration Fund, to more accurately reflect the functionality of the Fund.

To view legislation, visit link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=3059351&GUID=17EBA3E3-A80B-4B36-9262-B516448C22A7&Options=ID|Text|&Search=O-33-17>

Standing Committee Meeting Dates/ Attendance:

Housing and Human Welfare

June 13, 2017 at 3:00 p.m.

Rules and City Government

June 13, 2017 at 4:00 p.m.

Public Safety Committee

June 14, 2017 at 5:00 p.m.

Economic Matters Committee

June 14, 2017 at 6:30 p.m.

Environmental Matters

May 18, 2017 at 1:30 p.m.

City Council Associate:

5- Minutes Drafted

7- Agenda Created

Public Safety Update

Fire Department

Monthly News/New Projects

The Department responded to 966 calls for service this month and a total of 5754 calls for 2017 with the following breakdown:

- EMS - 742 or 75%
- Fire – 144 or 16%
- Service – 58 or 6%
- Rescue – 18 or 2%
- Hazmat – 4 or 1%

Notable Incidents – Highlights

6/4/17 – Water Rescue – Weems Creek

6/5/17 – Vehicle Collision with Entrapment – Georgetown Road

6/9/17 – Shooting – West Street

6/11/17 – Dwelling Fire – State Circle

6/12/17 – Assist County with Recovered Ordinance (Explosive Services Response)

6/21/17 – Pedestrian Struck – College Avenue

6/25/17 – Assault/Stabbing – Main Street

6/30/17 – Assist County – Suspicious Package (Explosive Services Response)

EMS Notable Incidents – Monthly Highlights – Accomplishments

- Co-hosted CISM (Critical Incident Stress Management) training with MIEMSS at the Pip Moyer Rec Center (4 AFD CISM team members attended)
- Cardiac Arrest Survival Rate: 3 Cardiac Arrest with 1 patient with ROSC prior to arrival at ER
- Monthly Heroin/Overdose – 14 OD's, 3 known deaths
- EMS Fees Collected YTD – Fiscal YTD \$1,565,966
- EMS Transports: 477
- Tactical Medic Units Activations (medics that assist police with warrants) – 3
- The Department has had twenty (20) individuals seeking assistance at City Fire Stations as part of the SAFE Station Program, as of June 30, there have been 65 participants County/City wide.
- SAFE Station Incidents - 6

Fire and Explosives Services Unit – Monthly Highlights – Accomplishments

- K-9 Responses - 6
- Investigations – 3
- Suspicious Package Responses – 8
- EOD Standby - 1
- Assist Police Incidents – 8
- Bomb Threats – 0
- Internal Investigations – 0
- Fire Safety Inspections – 12
- Code Enforcement Complaints – 0
- Background Investigations - 0
- Investigator Williams continuing Field Training with the Annapolis Police Department
- Obtained \$96,000 Federal UASI grant for Bomb Squad equipment upgrades

Other Events/Activities

- The EMS Division conducted 4 citizen CPR courses and trained about 95 City non-public safety employees to date in CPR.
- All personnel completed training on update of 2017 Maryland State EMS protocols.
- Seven (7) of the SAFER Grant Recruit firefighters are scheduled to complete training on or about July 19th. The remaining recruits are continuing EMS training.
- Completed 124 new fire safety building inspections and 53 re-inspections (includes inspections conducted by station personnel).
- Our personnel installed 1 Smoke detector(s) and 0 CO alarms and conducted 15 public education events.
- The Fire Marshal's Staff conducted 28 Fire Permit/Plan Reviews and 11 Building Permit Reviews.
- The Fire Marshal Staff provided a fire extinguisher training program for the Chesapeake Bay Foundation and provided a safety talk for 40 plus instructors in the Severn Sailing program.
- Training hours completed – 2263
- The Department obtained an ISO Class 1 fire protection rating.

- Chief Stokes attended the Dedication of the Historic Landmark Designation of the Parole Community Health Center, The APD 150th Anniversary Celebration and the Corvette on the Bay show at Susan Campbell Park.
- ISO rating – Class 1
- The Department participated in the annual Maryland State Fire-Rescue service Memorial Service at Memorial Site on Calvert Street.
- Provided EMS services for annual ZOOMA race.
- The Fire Marshal office and Marine Division conducted public service announcement on fireworks and boating safety on WNAV radio.
- Met with City Manager and Fire Marshal (FMO) about modifications to the Chesapeake Children's Museum. The FMO conducted a site visit.
- Chief Stokes & Captain Grimes (EMS) attended meeting with County FD and acting County Health Officer Fran Phillips regarding update on SAFE Stations program.
- Completed draft of Active Assailant Policy- policy was reviewed and approved by Chief Baker. The next step is Deputy Chief Simmons will arrange for a table top training program.
- Hospital Alert Status Update- Since our meeting with the Anne Arundel Medical Center (AAMC) President and her staff regarding the excessive amount of time the Emergency Room is on re-route, red and yellow alert, the hospital has displayed steady improvement in addressing this issue. From January 1 through February 21, AAMC ER went on re-route 52 times, during the period of April 17 - June 7, the number has decreased to 21 times.
- This month's Fire Prevention Message – "Fireworks Safety"
- Annual NFPA required Ladder Testing (ladder trucks and ground ladders) completed.
- Chief Stokes & Deputy Chief Remaley attended a meeting on May 18, at the Brooklyn Park Fire Station (County) with the Acting Director of the Office of National Drug Control Policy regarding the SAFE Stations program.
- Chief Stokes & Deputy Chief Simmons attended an Opioid Crisis Senior Advisors meeting at Arundel Center for the Governor's Opioid Epidemic program.
- Smoke Alarm Outreach conducted in - Not assigned this month due to hydrant testing and other activities.

Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).
- For the month of June the Department used 1060.25 hours of overtime at a cost of \$58,258.83 this represents a usage of 13.55% of our total annual budget available for overtime. Our YTD overtime expenditures are \$577,270.74 or 134% of our annual OT budget.
- We currently have three (3) employees on extended disability leave, one (1) on modified duty and a total of two (2) firefighter vacancies and one (1) Battalion Chief Vacancy.
- Submitted for Federal 10% matching Grant to purchase two new fire engines (\$950K) - Awards will begin in April 2017. (No news as of the date of this report)
- Submitted for Federal Grant to purchased fire extinguisher training prop.

Major Planned Actions

- Continue with Smoke Detector outreach program.
- 2017 Drive thru flu shots w/AA County Health Department – planning meeting held in May.
- AFD/APD Active Shooter Training – Rescue Team Concept
- July 4th Activities Downtown

- Wealth Laying Ceremony for Alexander Johnson, a member of Rescue Hose Company that died in the Line-of-Duty on July 13, 1958. Firefighter Johnson collapsed while fighting a fire on Shaw Street and later died at the hospital as a result of heart failure.

Emergency Management

Incidents and Events

- June 3rd – ZOOMA Races
- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about road closures related to the ZOOMA Races that affected traffic flow to areas surrounding Navy-Marine Corps Stadium and areas Downtown.
- June 7th – Coastal Flooding
- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about minor coastal flooding forecast around City Dock and Compromise St.
- June 12th - Cooling Center Activation
- OEM activated the City of Annapolis Cooling Center due to a forecasted high heat index. OEM Staff supports Recreation and Parks in establishing a Cooling Center in the Pip Moyer Recreation Center on high heat days.
- June 14th – Dinner Under the Stars
- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about road closures to take effect every Wednesday evening through September 20, 2017, for Dinner Under the Stars events.
- June 17th – Coastal Flooding
- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about minor coastal flooding forecast around City Dock and Compromise St.
- June 19th – Heavy Rain and Thunderstorms
- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about a forecast of potential damaging wind gusts, isolated tornadoes, and large hail in the Annapolis area.
- June 23rd – Heavy Rain and Thunderstorms
- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about a forecast of heavy rain and flash flooding. The forecast noted the potential for damaging wind gusts, isolated tornadoes, and large hail in the Annapolis area.

Planning

- On June 1st, OEM submitted the Annapolis Radiological Ingestion Pathway Plan to the Maryland Emergency Management Agency for review.
- On June 5th OEM staff met with Management of Information Technology GIS staff to review new software that allows for viewing aerial photography with mapping layers.
- On June 13th OEM had a staff meeting to review office roles as well as the meetings and committees staff members attend.
- On June 15th OEM staff attended the Local Emergency Planning Committee Meeting held by the Anne Arundel Office of Emergency Management.
- On June 15th OEM Staff met with Anne Arundel Department of Health and other supporting departments for a Drive Through Flu Clinic Planning Meeting.

- On June 20th, OEM welcomed Michelle Tran, a U.S. Naval Academy Midshipman, as an intern. Michelle will be coordinating Emergency Management's new drone program as explained below.
- OEM began meeting with City Departments to discuss City applications for the new Emergency Management drone, which has garnered significant interest from City Departments. OEM spoke with Police, Planning & Zoning, and Transportation the week of June 26th.
- On June 27th OEM staff took part in the Baltimore UASI Emergency Management Committee conference call.
- On June 29th, OEM held an Operational Briefing for the Fourth of July Parade and Fireworks display. Representatives from City Departments and surrounding partners and agencies attended to review roles and responsibilities for the day of the events.
- OEM continued to conduct Recovery Support Function "Interviews." These sit-downs with City personnel and external partners are crucial to the development of Recovery Support Function Annexes for the Annapolis Disaster Recovery Plan.

Training/Exercise

- OEM Staff attended the Maryland Emergency Management Association Conference from May 30th through June 2nd.
- On June 1st Hannah Thomas started her role as OEM Training, Exercise, and Outreach Coordinator.
- Nicole Queen of OEM and Alethia Johnson of APD attended the Urban Area Security Initiative (UASI) Conference in Buffalo, NY, from June 5-9.
- On June 2nd OEM met with the Licensed Healthcare Facilities Working Group to discuss committee steps and OEM Training, Exercise, and Outreach Coordinator became Co-Chair.
- On June 6th OEM staff attended a presentation on the Anne Arundel Crisis Response Team.
- On June 7-8th, OEM attended the Disaster Debris Training at the State Highway Administration.
- On June 8th OEM staff attended EOC/ICS Interface training in Prince George's County.
- On June 12th and 16th, OEM staff participated in the UASI Executives Budget meetings in Howard County. The Executives approved a budget that brings substantial homeland security resources to Annapolis.
- On June 13th, OEM completed the Maryland Emergency Management Assistance Compact drill.
- On June 13th, OEM participated in the Anne Arundel County Health & Medical Committee Quarterly meeting.
- On June 19th, OEM attended the City Council Meeting.
- On June 26th, OEM conducted training for volunteer Parade Marshals in advance of the July 4th festivities.
- On June 27th OEM staff met with the Annapolis Police Communications Manager to be trained on 800 MHz radios that the Office uses during incidents and events.
- On June 29th OEM staff received WebEOC Training to become acclimated with the new system that is managed by the Maryland Emergency Management Agency.
- On June 29th OEM staff attended HURREVAC training in Talbot County.

Outreach

- OEM has increased its total Facebook page "likes" to 2,081.
- OEM has increased its Twitter followers to 1,349.
- On June 6th OEM presented on Hurricane Preparedness at WNAV.
- On June 12th OEM attended the Maryland Voluntary Organizations in Disaster quarterly meeting to learn how to better utilize the Maryland Volunteer Force.

- On June 15th, Emergency Management presented on the progress of the Natural Hazard Mitigation Plan Update at the Weather It Together Town Hall meeting at the Marriott Waterfront.
- On June 17th OEM staff participated in the Annapolis Police Department's Open House.
- On June 23rd, OEM attended the Annapolis Homeless Meeting at the Police Department.
- On June 27th, OEM participated in a webinar and conference call with Climate Central to discuss innovative ways to share flooding and climate information with the public.
- On June 30th OEM created and posted an original 4th of July message.

Grants Management

Emergency Management encumbered funds in June for the FY15 and FY16 Urban Area Security Initiative (UASI) and FY16 State Homeland Security Grant Program (SHSP) on behalf of the Annapolis Police Department, bomb squad, and HazMat Team.

June 2017	
UASI FY 2015 Bomb Squad	\$18,267.16
	\$1,409.18
UASI FY 2016 HazMat Team	\$3,178.64
	539.40
UASI FY 2016 Police	\$1,454.00
	\$3,663.00
SHSP FY 2016 Contract Services	170.19
TOTAL June Grant Expenditures	\$28,681.57

Police Department

Significant Incidents:

Shooting 17-2344 6.9.17 @ 1329 hours 900 block West St.

The victim was standing in front of the Barber Shop in the 900 block of West St. when he was shot by an unknown individual. The victim was taken to an area hospital for treatment. The investigation is on-going at this time.

Accreditation

All open issues with the annual 2016 remote CALEA review have been satisfied. We are currently working to obtain proofs and inspections to complete and satisfy all 2016 CALEA standards under Standards Manual version 5.23. by the end of 2017.

Accomplishments:

We celebrated the police department's 150th Anniversary on June 17th, 2017 with an Open House at APD. The Chief presented three \$1,000.00 Scholarships to three Annapolis residents who will be attending college in the fall. Just under 300 people attended. The police department raised \$775.00 for our summer camps and \$147.00 for our scholarship fund.

Community Service Section attended the following meetings in: (22)

- CSAFE/ HEAT Team meeting (2)
- City Council Meeting (2)
- Comstat Meeting (2)
- Youth Mentorship Meeting (4)
- Safe Streets Coalition Meeting
- City Council Security Meeting
- Annapolis Substance Abuse Prevention Coalition Meeting
- Run Meeting
- ASAP Meeting
- Bywater Mutual Homes meeting w/management
- Homeless Meeting
- Landings meeting
- Bay Ridge Gardens meeting
- Leadership Arundel Meeting.
- Meeting with Jeremy Parks (Kickball Game in July)
- Pre Court meetings with victims families two cases

Community Service Section participated in the following events/ activities: (15)

- Security Survey- (2)
- Most Wanted Taping (1)
- APD Open House
- Woodside Community Meeting
- Newtowne 20 Community Day
- Book of Life Station Tour
- Optimist Club Annual Respect for Law Enforcement Softball Game
- Chesapeake Children's Museum Kids N' Kaboodles
- Special Olympics Torch Run, 150th Anniversary Open House
- Character Does Matter presentation at Naval Academy Summer Session

- Neighborhood Safety Meeting—More than 20 people in attendance. Agenda included recent crime trends and discussion of the Metro Crime Stoppers program.
- Summer Camp- Fishing Camp- 21 kids.
- Free State Challenge Academy - Spoke to kids in the rehabilitation program.

JOINS:

Officers reviewed (13) reports for the (13) juveniles arrested during this period. Of these cases, (4) met the JOINS Criteria and (0) will be entered into Teen Court. There are currently (11) youth in the program. (13) juveniles are on 3 month Supervised Probation. (0) juveniles are on unsupervised probation. (0) juveniles completed the JOINS program in (0). A total of (5) home visits were made and (0) school visits.

On Sat. June 24th, seven juveniles completed 4 hours of community service with Ofc. Adegbehingbe. The juveniles assisted in an event in Woodside Gardens.

ALERT Grant: All cases have been reviewed. Letters have been sent to each victim. We distributed approx. 100 flyers in reference to theft from autos in the area of Admiral Heights on June 29th.

Vehicle Theft Prevention Numbers:

(41) auto thefts reported
 (6) bicycle thefts reported
 (12) burglaries reported
 (2) thefts from vehicles reported

Auxiliary Unit Report;

20 persons fingerprinted

Events the Aux. Officers attended:

- Open House at APD
- Training on June 5th and June 12th
- Kids Softball Game
- CPR Training
- Photography
- Community Board Meeting
- Joins Brochure
- NAACP Rally Faces of Valor Bike Ride
- Delivery Summer Camp Shirts

Other: (1)

We distributed approx. 100 flyers in reference to theft from autos in the area of Admiral Heights on June 29th.

Community Complaints: (8)

- Plant theft from Chambers Park (Frequent checks)
- CDS activity Bloomsbury Sq
- CDS activity Greenbriar Ln
- Request for police presence at Adams school dismissal on last days,
- Speeding on Tyler Av between Forest Dr and Hilltop La – Traffic Enforcement notified,
- Parking complaint at Target – forwarded to AACO PD,
- POD parked on city street – referred to parking and Code Enforcement,
- Concerns about bicycling safety citywide – forwarded to Traffic Enforcement

C-Safe	Total		Victim Services	Total
Parole & Probation home visits	0		Burglary reports	12
DJS home visits	0		Victim's contacted	12
DJS school visits	0		Residential Survey	4
HEAT meetings	2		Commercial Survey	0
Hispanic Liason	Total		Neighborhood Safety Training	1
Translator Contacts	26		Community requests	8
Victim Contacts	3		McGruff Appearances	0
Total Contacts	3		Watch Your Car	Total
Court Hours	6		Auto Theft reports	2
School Visits	5		Theft from Auto reports	41
Officer Activity	Total		Vehicles Registered	0
Meetings	22		Scooters Registered	0
Total School visits including Hispanic Liason	11		TFA/ Auto Theft Initiative Letters Sent	100
Calls for Service	26		J.O.I.N.S.	Total
Reports	7		Juveniles currently in JOINS	11
Foot Patrol Hours	42		Unsupervised juveniles	0
Business Checks	76		90 day supervision juveniles	0
Bank Checks	8		Home visits	5
Traffic Stops	5		School visits	0

Traffic Citations	0		Juveniles arrested	13
Traffic Warning	5		Juveniles that didn't qualify	9
FIR	0		Juveniles that qualified	4
Warrant Attempts	2		Teen Court	0
Emergency Evaluation	1		Closed J.O.I.N.S. cases	0
CDS Arrests	0		Explorers	Total
Warrant Arrests	0		Current Explorers	4
On View Arrests	2		Interested Explorers	0
Traffic Arrests	0		Explorer Post Training days	0
Summons	0		Community Events Attended	0
Juvenile Citations	0			
Total Arrests	2		Cadets	Total
			Current Cadets	2
CSS Events and Activities	15		Community Events	1

Hiring/Recruiting:

Current sworn staffing: 111; (2 retirements and one resignation effective 7/1/17; Daniels. Cisneros, McClung) Four entry level applicants have conditional offers of employment. Two are anticipated to attend the MDTAP Police Academy Starting 7/19/17 and two attending AACPD Police Academy starting 8/10/17. Moving forward with the MPTC waiver for D.C. metro lateral officer. Two PCO applicants are being processed. Records specialist position filled in June, he is progressing well.

July 1 2017									
	B/M	B/F	W/F	W/M	H/M	H/F	AI/M *	AsianM	Total
Sworn Personnel	28	2	9	63	4	2	1	2	111
	25.23%	1.80%	8.11%	56.76%	3.60%	1.80%	0.90%	1.80%	100.00%
Part-Time Personnel	7	4	2	3	0	0	0	0	16
	43.75%	25.00%	12.50%	8.75%	0.00%	0.00%	0.00%	0.00%	100.00%
Full-Time Personnel	1	8	13	9	2	1	0	0	34

	2.94%	23.53%	38.24%	26.47%	5.88%	2.94%	0.00%	0.00%	100.00%
									161
Sworn Personnel/Allotted positions	B/M	B/F	W/F	W/M	H/M	H/F	AI/M *	Asian/M	Total
Minority Percentage	25.23%	1.80%	8.11%	58.56%	3.60%	1.80%	0.90%	1.80%	100.00%
Chief (1)				1					1
Major (1)									
Captain (3)		0		2					2
Lieutenant (6)	1			4					5
Sergeant (12)	3		2	5	2				12
Corporal (14)	1		1	8		1	1		13
Officer First Class (51)	11	1	3	31	1			1	48
Officer (26)	12	1	3	14	1	1		1	33
Total Sworn Personnel (120)	28	2	9	65	4	2	1	2	111
Part-Time Personnel	B/M	B/F	W/F	W/M	H/M	H/F	Amer. Indian		Total
Minority Percentage	43.75%	25.00%	6.25%	25.00%	0.00%	0.00%			100.00%
Crossing Guard (12)	6	4	1	1					12
*Crossing Guard Supervisor	1								1
Information Technology Project Manager (1)				1					1
Grant Coordinator (1) <i>Funds used for MIT</i>									0
Community Service Officers CSO's (2) NF									0
*CCTV Monitor				1					1
Community Affairs-M/V Theft Protection				1					1
Total Part-Time Personnel	7	4	1	4	0	0	0	0	16
Civilian Personnel-Full Time	B/M	B/F	W/F	W/M	H/M	H/F			Total
Minority Percentage	3.13%	21.88%	43.75%	21.88%	6.25%	3.13%	0.00%	0.00%	100.00%

Special Projects/SAFE Streets Coordinator (1)									0
Executive Assistant to the Chief (1)			1						1
*MCAC Intelligence Analyst (1)				1					1
*Special Police Civilian Investigator				1					1
*Cold Case Investigator									0
*Director of Professional Standards	1								1
*External Affairs(1) NF									0
Police Planning Analyst (1)- <i>Funds for Purchase</i>									0
Property Coordinator (1)				1					1
Records Auditor/Validations (1)									0
Warrant Control/Records Supervisor (1)			1						1
C- SAFE/Community Affairs (1)			1						1
Crime Analyst (1)				1					1
*Police Communications Director (1)				1					1
Police Communications Operator II PCO II (3)			1			1			2
Police Communications Operator (9)		2	6	1					9
Police Administrative Clerk (1)			1						1
Police ID Specialist (2)			2						2
*Purchasing Clerk (1) Changed Contractual			1						1
Warrant Control Clerk (1) NF									0
Police Records Specialist (5)		4			1				5
Office Associate III (1)		1							1
Office Associate II (1) NF									0
Hispanic Liaison (1)					1				1
*Special Events Coordinator (1)				1					1

Total Full Time Civilian Personnel	1	7	14	7	2	1	0	0	32
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Miscellaneous

Four Officers were assigned to Light Duty in the month of June. Military Training yielded Twenty -three days in total, and two officers were on extended medical leave for the entire month.

Asset Forfeiture

There were no vehicle seizures in June 2017 and \$966 in U.S. currency was seized.

Building Activity

Allen Apartment Stream Restoration Project (2019 Forest Drive – #GRD16-0022) Permit issued 3/21/17. Project is progressing. Last progress inspection held 6/23/17.

Annapolis Police Department (199 Taylor Avenue – #BLD16-0353) Permit issued 9/1/16 for changes to indoor firing range. No inspections to date.

Annapolis Shakespeare Theater (1804 West Street – BLD17-0085) Permit issued for tenant fit-out on 3/15/17. Insulation inspection done 5/16/17.

Annapolis Townes at Neal Farm (Dorsey Drive–#GRD16-0001) Permit issued for grading for new subdivision. Job is progressing.

Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406) Permit issued 7/31/2015 for alterations and repairs. Progress inspection of 11/4/16 passed. Still waiting on U.L. certification of equipment.

Annapolis Yacht Club (2 Compromise St #BLD15-0840) Permit issued 1/8/16 to stabilize building due to fire damage. Work complete, holding permit until new permit is issued.

Annapolis Yacht Club (2 Compromise Street-DEM16-0032) Permit issued 7/12/16 for interior demolition. Job finaled 6/15/17.

Annapolis Yacht Club (2 Compromise Street – #BLD17-0127) Permit issued 3/20/17 for concrete repairs to building. Concrete repairs nearing completion.

Annapolis Yacht Club (#BLD17-0179 - 2 Compromise Street) Permit issued 6/16/17 for addition and fire damage repairs.

Anne Arundel County Force Main Project (Bay Ridge Road – #GRD15-0027) Permit issued 10/14/2016. Project is progressing.

Anne Arundel County Force Main Project (Edgewood Road - #GRD15-0002) Permit issued 10/13/2016. Job is progressing.

Bert Jabin's Yacht Yard (7310 Edgewood Road-#BLD16-0780) Permit issued 4/13/17 to construct new warehouse building. Slab inspection 6/28/17.

Bywater Park (800 Bywater Road – #GRD15-0053) Permit issued 8/18/16 for Stream Restoration project. Job is progressing.

Chart House Restaurant (300 Second Street #BLD14-0311) All work complete except for striping ADA parking spaces.

Chart House Restaurant (300 Second Street - #BLD14-0312) Phase II alterations. All work complete except for striping the ADA parking spaces.

Chesapeake Auto Body (1799 Margaret Avenue-#BLD16-0502) Permit issued 11/14/16 for new body shop. Footer inspection passed 11/28/16. Partial slab inspection 3/31/17. Framing inspection passed 6/19/17.

Chesapeake Properties (48 Randall Street - #BLD16-0755) Permit issued for tenant fit-out 2/6/2017. Job finalized 6/30/17.

Children's National Health System (#BLD17-0206 - 1730 West Street, #100) Permit issued 5/19/17 for tenant fit-out. Framing inspection 6/30/17.

Chinquapin Round Road Self Storage (1833 George Avenue-#GRD16-0013) Permit issued 11/1/16 for grading for new commercial building. Job is progressing.

Chinquapin Round Road Self Storage (1833 George Avenue-#BLD16-0284) Permit issued 11/1/16 for new commercial building. Concrete slab inspections are ongoing, working on the fourth floor currently.

City Hall (160 Duke of Gloucester Street – BLD13-0621) Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing. Slab inspection 6/7/16. Contractor needs to call in a final inspection.

City Hall (160 Duke of Gloucester Street – #BLD16-0188) Permit issued 5/24/16 to replace HVAC and ductwork. Progress inspection 5/26/16. Electrical inspection failed 11/3/16.

Corner Bakery Café (2140 Forest Dr #BLD15-0772) Permit issued 3/23/16 for tenant fit-out. Failed framing inspection 5/2/16. Ceiling close in passed 1/24/17. Mechanical final failed on 3/21/17. Plumbing final failed 4/17/17. Electrical service passed 6/30/17.

Enclave Development (1 – 11 Enclave Ct- Permits #BLD16-0517- BLD16-0522) Permits issued 3/1/17 for new six townhouses. Work progressing, insulation inspection passed 5/19/17. Ready for Final Inspection, waiting on Green Building documents.

Enclave Development (25–33 Enclave Ct- Permits #BLD16-0736-BLD16-022) Permits issued 3/31/17 for new five townhouses.

Harbormaster's Building (City of Annapolis -1 Dock Street - #BLD17-0190) Permit issued 4/10/17 to repair public restrooms. Framing inspection passed 5/9/17.

Kenwood Kitchens (1415 Forest Drive - #BLD16-0772 & GRD16-0026) Grading & Addition to existing building permits issued 3/31/2017. Construction started with footer inspection 4/5/17

Lupita's Restaurant (1313 Forest Drive – #BLD15-0768) Permit issued 6/13/2016 to expand restaurant. Framing inspection passed 5/15/17.

Mary E. Moss Academy (245 Clay Street – #BLD16-0381) Permit issued 8/31/2016 for minor renovations. Slab inspection 10/12/16.

Maryland Hall for the Creative Arts (801 Chase Street - #GRD15-0058) Grading for new addition – Permit issued 2/8/17.

Maryland Hall for Creative Arts (#BLD17-0118 - 801 Chase Street)
Permit issued 6/20/17 for addition/alterations.

The Monarch School (2000 Capital Drive –#BLD15-0846) Permit issued 11/29/16 for tenant fit-out for new school. Ceiling close in passed 5/15/17. Partial Final Inspection completed 6/29/17.

Port Annapolis Associates (7074 Bembe Beach Road - #BLD16-0383) Permit issued 4/11/17 to construct new building for boat maintenance.

Primrose Hill Development (1 & 3 Milkshake Lane – #GRD15-0060) Permit issued 10/27/16 for new Primrose Hill Development. Progress inspection 11/22/16.

Primrose Hill (#BLD17-0052 - 52 Primrose Hill Lane) – Permit issued 6/19/17 for first home in new development.

Rocky Gorge (Aris T. Allen Blvd #GRD14-0006) Grading permit issued for new development. Progress inspection 12/1/16.

Rocky Gorge (Aris T. Allen Blvd #BLD14-0252) Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No inspections to date.

Spa Creek Stream Restoration Project (GRD15-0019) - Permit issued 5/10/2017

St. John's College (60 College Avenue - #BLD17-0237) Permit issued 5/25/17 to install 3 Temporary Classroom Trailers.

Stanton Center (92 W. Washington Street – #BLD15-0527) Permit issued 8/31/2016 for minor interior work. Progress inspection passed 6/14/17.

Third Eye Comic (209 Chinquapin Round Road, Suites 200 & 400 - #BLD17-0090) Permit issued 3/10/17 for tenant fit-out. Final inspection passed 6/21/17.

Timothy House & Gardens – Permits issued 2/14/2017 for grading & renovations to units.

Turner Park (Chester Avenue & Third Street - BLD17-0270) Permit issued 5/31/17 to install new playground equipment. Footer inspections passed 6/26/17.

400 & 406 Chesapeake Ave (#GRD15-0042) Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspection done 11/30/16.

400 & 406 Chesapeake Ave (#BLD15-0557) Permit issued 3/18/16 for new building. Footing inspection 11/14/16. Progress inspections on garage framing passed 2/24/17. Garage ceiling close in passed 5/3/17. New foundation inspection passed 6/8/17.

110 Compromise Street (Formerly Fawcett's - #BLD16-0289) Permit issued 8/30/16 for renovation and addition. Footer inspections passed 3/7/17.

706 & 712 Giddings Avenue (#BLD16-0446) Permit issued 3/2/17 to expand & modernize the building. Slab inspection passed 6/21/17.

122 Main Street (GRD15-0035) Grading for new commercial building – Permit issued 2/12/2016. Progress inspection done 11/24/16.

122 Main Street (BLD15-0395) Permit issued 2/12/16 for new commercial building. Construction under shell permit complete, waiting on tenant fit out permit.

1415 Forest Drive (#BLD16-0772) Permit issued 3/31/17 to add to 2-story mercantile/office building. Building footing inspection 4/5/17.

Various locations throughout the City (#BLD15-0632) Permit issued 10/9/15 to install 11 bus shelters.

Formerly City Rec Center Building (#BLD16-0782-9 St. Mary's St) - Permit issued 5/5/17 to construct new condos.

W&P Nautical (#BLD17-0094 - 311 Third Street) – Permit issued 6/15/17 for fire damage restoration.

St. John's College (#BLD17-0272 - 60 College Avenue) Permit issued 6/28/17 for alterations to McDowell Hall .

Planning Activity

Comprehensive Planning

- June 1: Had monthly meeting with AACO Planning team working on Parole Town Center update
- June 2: Participated in presentation to Maryland APA on the University of Maryland's PALS program
- June 7: Attended Census LUCA training
- June 9: Briefed business leaders on Comprehensive Planning updates
- June 21: Attended Planning Commission for monthly worksession on the Forest Drive/Eastport Sector Study and to present Alderman Arnett's split zoning legislation

- June 27: Attended monthly BRTB meeting
- June: Began organizing Forest Drive/Eastport Sector Study stakeholder meetings

Current Planning

Monthly News/New Projects:

- Administrative Interpretation (ADM2017-006) for Marc D. Lucas, requesting documentation of 4 legal units, located at 153 Prince George St.,
- Site Design Plan Review (SDP2107-040) & Variance (VAR2017-009) for Cullen Murray, to raze and remove a portion of the existing dwelling, concrete covered porch and steps, the existing steel balcony to construct a new addition, portico, covered porch with steps and deck. A variance if 15 feet to the required 15 foot corner side yard setback, located at 130 LaFayette Ave.,
- Port Wardens (PORT2017-020) for CL Watergate LLC, for living shoreline portion of the St. Luke's Church—Stream Restoration Project. This portion of the project proposes fill of clean sand, gravel and cobble to provide shoreline stabilization through vegetative establishment with march grasses to provide marsh tidal habitat, located at 660 Americana Dr.,
- Zoning Text Amendment (ZTA2017-005) for the purpose of placing a moratorium on Planned Developments until September 1, 2018,
- Zoning Text Amendment (ZTA2017-006) for the purpose of providing a uniform review process for all significant projects and requiring early public input on substantial projects by requiring a community meeting be held for subdivision applications that contain a new street, Major Site Design Applications, Planned Development Applications; clarifying preliminary application procedures; expanding notice requirements; and matters generally relating to the review process for all significant projects,
- Site Design Plan Review (SDP2017-036) for City of Annapolis, to renovate 12 existing tennis courts within the Resource Conservation Area critical area, located at Truxtun Park,
- Site Design Plan Review (SDP2017-038) for Douglas Irvin, to repair and replace in-kind existing wood stairway and expand wood landing that provides access to separate waterfront lot and pier, located at 11 Southgate Ave.,
- Site Design Plan Review (SDP2017-041) for Eileen Fox to expand and renovate an existing areaway and lightwell area, remove the existing patio and ornamental pond to replace with new patio, within the critical area, located at 7 Southgate Ave.,
- Site Design Plan Review (SDP2017-039) for M&K LLC, for street façade improvements, including: new main door, garage door, shed roof, parapet wall, french balcony, located at 122 Severn Ave.,
- Forest Stand Delineation (FSD2017-002) for 2010 West Street LLC, for an application for Forest Conservation Act to review and approve a Forest Stand Delineation of the existing vacant lot, located at 2010 West St.,

Major Planned Actions:

Planning Commission, July 6, 2017:

Public Hearings and Deliberations:

1. Ordinance O-31-17, for the purpose of placing a moratorium on Planned Developments until September 1, 2018,

2. Ordinance O-26-17, for the purpose of removing the requirement that the Board of Appeals shall not extend the regulations to an extent greater than the lesser of twenty percent of the total area of the tract or five thousand square feet; removing consideration of “unique conditions” from the review criteria and findings requirements; and matters generally relating to applications concerning zoning district boundary adjustments involving a zoning district boundary that divides a tract in single ownership. ZTA2017-004 PUBLIC HEARING CONTINUED FROM 6/1/17—POSTPONEMENT RECONSIDERATION AND RESCINDED. ITEM IS RETURNED TO AGENDA

Board of Appeals, July 19, 2017:

Public Hearings and Deliberations:

1. VAR2016-025 Variance application by John C. Taylor, III, Nancy M. Wells, Sheila T. Allsup and Verna P. Beans, owners of 40 Monroe Ct., and Joseph I. Nasatka, Jr., and Katie Weldon, owners of 38 Monroe Ct., for reductions to the minimum lot area and lot width requirements to allow an administrative subdivision to proceed for the purpose of reconfiguring the common boundary line between two contiguous parcels, located at 38 & 40 Monroe Ct.,
2. VAR2017-008 Variance application by Vincent and Brenda Lazzetta, property owners, for reduction in the required side yard setback for construction of an addition to the existing single-family dwelling, located at 29 Franklin St.,
3. VAR2017-004 Variance application by Holly Allison, property owner, for a reduction in the required front yard setback and the side yard setback for construction of an addition to an existing garage on a double frontage property, located at 106 Monticello Ave.

Community Development

Community Development Block Grant

Received CDBG entitlement allocation of \$236,343, a five percent reduction from FY 2017. Staff completed and submitted the FY 2018 CDBG Action Plan and submitted additional information to HUD. Staff expects the plan to be approved in July at which time award letters and agreements will be mailed to the awardees.

Continued participation in the Regional Fair Housing group meetings regarding the Fair Housing Assessment required for all CDBG recipients in FY 2019. This group meets monthly to work on Fair Housing issues in the Baltimore region which includes Baltimore, Baltimore County, Howard County, Anne Arundel County, City of Annapolis and Harford County.

Completed two CDBG draw downs and other program financial disbursements and administrative activities.

MPDU Program

Processed several MPDU “Certificates of Eligibility” for applicants for rental units at the Point at Annapolis which had three MPDU vacancies. Worked with ACDS and the Point to fill all three vacancies.

HACA

Completed the HACA Environmental Review for all HACA projects delineated in its FFY 2017 Action Plan. Prepared materials for HUD-PHA Director for release of funds which include operating, capital, Section 8 tenant based and project based rental assistance.

Completed some initial research on training for Resident Councils and Resident Advisory Boards, particularly on the RAD Program which provides a means for HACA to rehabilitate or redevelop its property. Will work with HACA staff on training for the councils.

Community Legacy/Strategic Demo

Staff completed and submitted the quarterly report for the Bowman Building demolition project (\$100,000 SD). The civil engineer's drawings have continued to be developed and the architect's drawings are now at 95%. The issue of storm water management has been solved and will be treated off-site at the First Baptist Church of Annapolis, the church affiliated with the project. This offsite treatment has been designed by the civil engineer.

Completed the final report for the Light House Bistro project (\$200,000) Social Enterprise project which is opened and is employing 50 people, 46 from Light House workforce programs.

Provided technical assistance on two applications for Community Legacy – Timothy House and Strategic Demolition – Public Works Building funding.

STAR Communities Certification

Completed all required information on housing and community development strategies and services as requested.

Homeless

Attended the monthly Partnership to End Homelessness meeting which has been working on implementing a coordinated assessment which HUD will require to be in place by January 2018 for both Emergency Solution Grant (ESG) and Continuum of Care funding which amounts to over \$2M for homeless programs in the city and county. Have had two meetings working with a facilitator who helped the group focus on issues related to single vs. multiple points of entry, assessment tools and "low barrier" shelters.

Attended the APD Homeless meeting which centers around the city's street homeless. Worked with DSS Homeless Coordinator and HACA to make sure some of these residents applied for HACA public housing units while the wait list was opened and followed up on HACA admissions preferences etc.

Historic Preservation

[INSERT YOUR TEXT HERE]

Economic Development

- Provided 38 start-up, retention and growth support services for businesses and nonprofits to: connect them with potential loans/investors, determine Historic and Arts District Tax Credits, provide no-cost consultation; locate space; conduct market research; resolve permitting and signage issues; stage ribbon-cuttings, and develop workforce
- Updated the City's New and Expanding Businesses List and vacancy reports (both downtown and citywide), provided Job Growth data for Mayor's Office and sent (16) new-business Welcome Letters and 2-Year Anniversary Letters
- Distributed Panhandling/Homeless/Buskers educational brochure to downtown businesses
- Attended internal Market House evaluation criteria meeting and reviewed four bids
- Duplicated all City Economic Development webpages and resources (from AAEDC website) on City website and prepared edits for graphic designer to update business manuals
- Guided intern on resiliency business opportunities and makerspace research
- Conducted monthly Business Leader's Meeting (with Speaker: Dr. Sally Nash re: next Comprehensive Plan), and followed up with a summary newsletter and pdfs of handouts
- Participated in 54 meetings and events with city departments and business support organizations to align economic development, events and/or marketing strategies with:
 - Mayor's Office (attended Main Street reconstruction and sprinkler tap installation projects planning meetings, Council Budget Work Session and edited Solar Park press releases)
 - DAP (attended Committee, Board, and ad hoc support meetings; revised Bylaws; met with State Main Street Director to discuss DAP's new goals; drafted new Executive Director contract/job description)
 - Inner West Street Association/Annapolis Arts District (re: parking suggestions for Mayor's Office, upcoming event: The Big Read, and integrating efforts with DAP)
 - HPD/WIT/KHAW (supported resiliency planning efforts and delivered presentation at Weather It Together Town Hall re: Economic Impact of flooding on City Dock businesses)
 - SP+ (attended weekly meetings as business rep)
 - APD (attended homeless meeting as business rep)
 - AAWDC (discussed youth and ex-offender workforce development programs for City)
 - AAEDC (obtained ongoing support and resources for City businesses)
 - MABs (attended monthly meeting)
 - AACCC (attended annual Economic Forum and met to discuss potential downtown events)
 - United Way (attended ALICE Forum to learn more about how to better assist the City's Asset Limited, Income Constrained, Employed – those who go to work each day, but are still not sure if they will be able to make ends meet)
 - SCORE (discussed the development of support/resources specifically for maritime and arts businesses)
 - Launch! Annapolis (attended strategic planning meeting to help establish best ways to support local entrepreneurs and innovators)
 - TEDCO (participated in new incubation grant pre-proposal meeting and sent info to several organizations for potential bidding)

Recreation and Boating

Recreation

- Youth Triathlon was a huge success! We had over 110 participants, youth ages 7-17 on June 18th.
- The Pool opened Friday, June 9th.
- Fitness Classes: 1,681 participants
- Personal Training had 63 hours this month.
- Start of summer Splash camps (Bball, Soccer X3, Football, Nature, Art, Dance).
- Start of Truxtun, Kids, and Rec Summer Camps.
- Start of the Annapolis Men's Summer Basketball League.
- Completion of Adult Spring Sports (Softball X3, Kickball X2, Flag Football).
- Total Program Revenue: \$5,828
- Total Rental Revenue: \$2,442.50

Parks

- Memorial Tree and Bench Program- 6th Street Park: two benches and two plaques will be created in memory of Mike Miron, both purchase orders have been cut: City Dock raised tree planters: HPC Administrative Approval Application has been completed and submitted for approval of two bronze plaques, DPW and the Mayor's office have approved this project.
- Nature Camp- camp will take place on July 3-7. Staff has been busy preparing (creating permission slips, collecting supplies, picking up education kits at MDNR, making art work, confirming speakers, etc).
- Ellen O. Moyer Nature Park/AMM: City staff met with AMM staff to discuss issues at the park that need to be rectified.
- Turner Park playground- Staff is working with the Eastport Moms and Dads Club to organize a ribbon cutting for the new playground. The event will take place some time in July depending on when the new playground will be completed.
- PMRC sold 25 more memberships in June then in May.
- PMRC had 16 less members use the facility for June then in May with a use of the facility total of 8,200 for the month of June.
- PMRC made \$8,261.00 in Rental Revenue in June.
- Staff is reaching out to churches and community groups for volunteer services for the Recreation Room.
- Truxtun Campers are doing the contest to name the new Recreation Room.
- Supplies and equipment needed for the Tweeners Recreation Room have been ordered. Still working on finalizing proposal and Plan.

Boating

- Pump Out Boat #2 was received and made ready to work. She was placed in service and crews are enjoying a quieter and faster boat that will be much cheaper and easier to maintain.
- Harbormaster staff continued to work on making sure that charter boats do not drop off and pick up passengers without paying. All fees were collected and customers were reeducated.
- Harbor staff traveled to Annapolis Fire Department and were trained in First Aid and CPR

- Enforcement: Harbor employees wrote 16 warnings and 2 citations this month. APD assisted with a drunk/disorderly live-aboard on Spa Creek. Violations included storage of private dinghies at public street, large vessels occupying street ends, anchoring too close to private property, and failure to pay fees.
- Harbormaster Beth Bellis met with Public Works, GIS, Legal, and the City Manager to develop a plan to implement a new digitized harbor line.
- Harbormaster Revenues are up approximately 10 % from FY 2016--that's 60K more-- especially good news considering our docking space is limited due to construction at 110 Compromise Street.
- The Harbormaster wrote a job specification for Watch Commander and sent it to Human Resources. Wage adjustments for Watch Commanders were finalized --to rectify elimination of pay codes.

Transportation

Monthly News

New Electronic Farebox System: Beginning July 17, 2017, the Annapolis Department of Transportation will launch a new automated fare box system on its bus fleet. The project was started in February 2017.

The fare boxes will provide the department with a customer friendly, efficient, controlled method of handling and reporting fare revenue. The system will also enable ADOT to more efficiently collect fares, generate daily reports and store ridership data.

The new farebox system will accept bills and coins but no change will be provided. Exact cash fare is required. All cash transactions will be validated by the electronic farebox. Invalid bills and coins will be returned. The system will also handle all types of passes – barcoded day pass, and smartcards for 7, 30, 90 and 365 days (annual) pass. These smartcards are good for the period specified on them from the day of first use.

For smartcards, it takes a single tap on the farebox to let the driver know the card is valid. The barcode reader on the farebox will scan day passes.

Riders who need to purchase a 1-Day Pass fare card should request one upon boarding the bus. Multi-day fare cards are available at the ADOT offices located at 308 Chinquapin Round Road.

Bus tokens will not be accepted by the fare boxes. However, bus drivers will accept the tokens until September 30. Tokens can also be returned to the ADOT offices for an equivalent fare card. After September 30, 2017 tokens will no longer be accepted.

ADOT has been distributing brochures on buses for the past several. Bus drivers, bus operations staff and maintenance staff have already been trained on how to use and maintain the new fare box equipment.

The fare box system was purchased from TripSpark Technologies with a grant valued at \$483,996. The Federal Transit Administration (FTA) provided eighty percent (80%) of the grant. The Maryland Transit Administration is providing ten percent (10%) of the funding and local transportation funds make up the remaining ten percent (10%).

Maintenance Division: Oscar Derrick, Maintenance Technician II retired from the city after 30 years of service. Two new maintenance staff were hired – a supervisor and a technician.

Activity Report

Transit Operations

Table 1 June 2017 Unlinked Passenger Trips

Route	June 2017	June 2016	% Change
Red	4,344	4,825	-9.97%
Yellow	1,718	2,471	-30.47%
Green	5,059	6,186	-18.22%
Orange	1,431	1,371	4.38%
Gold	1,867	1,940	-3.76%
Brown	5,164	5,870	-12.03%
Purple	2,486	2,845	-12.62%
Circulator	2,680	2,438	9.93%
State Shuttle	4,276	2,692	58.84%
Paratransit	313	528	-40.72%
Total	29,338	31,166	-5.87%

Table 2 June 2017 Farebox Revenue

Route	June 2017	June 2016	% Change
Red	\$6,093	\$7,833	-22.21%
Yellow	\$1,033	\$1,340	-22.91%
Green	\$8,805	\$10,031	-12.22%
Orange	\$1,792	\$2,194	-18.32%
Gold	\$1,864	\$2,190	-14.89%
Brown	\$7,080	\$8,860	-20.09%
Purple	\$2,261	\$2,785	-18.82%
Circulator	\$1,185	\$2,963	-60.02%
State Shuttle**	\$586	\$427	37.24%
Paratransit	\$583	\$706	-17.42%
Total	\$31,282	\$39,329	-20.46%

**Excludes fares from State employees

Service Hours and Service Miles

Total Service Hours in June 2017: 14,698 hours

Total Service Miles in June 2017: 50,639miles

On-Time Performance (OTP):

1. ADA Paratransit Service: OTP for paratransit service was 99%. There were 313 complementary paratransit trips, and 37 cancellations and four (4) no-shows.
2. Fixed routes OTP was 87% based on 81 observations.

Preventive Maintenance:

- Seven (7) scheduled preventive maintenance service were completed.
- There were a total of 13 documented road calls

Parking

Table 3. Parking Garages – Vehicles Parked and Revenue-June 2017

Garage/Lot	Vehicles Parked	Total Revenue
Gotts	19,585	\$167,500
Hillman	25,382	\$225,889
Knighton	5,379	\$37,758
Park Place**	12,593	\$100,999
South Street Lot	1,328	\$10,205
Larkin Street Lot	127	\$11,465
Total	64,394	\$553,816

***Managed by Towne Park*

Table 4. On-Street Parking-June 2017

Citations	2,144
Citation Revenue	\$96,670
Meter Transactions	93,898
Meter Revenue	\$197,448.45

Table 5. On-Street Parking Operations in District 1, June 2017

Date (June 2017)	No. of Vehicles Scanned
1 to 5	4,770
6 to 10	6,796
11 to 15	6,196
16 to 20	6,510
21 to 25	6,980
26 to 31	5,698
Total	36,950

Overtime and Leave (sick, vacation personal) Hours

Overtime is a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period June 1, 2017 through June 28, 2017.

Table 6 Summary of Overtime and Leave Hours – 6/1/2017 – 6/28/ 2017

Division	Overtime	Leave (sick, vacation and personal, etc.)
Parking Enforcement Officers & Parking Meter Technicians	0 hours	51 hours
Transit Vehicle Operations – Bus Operators only	96.5 hours	709.25 hours
Transit Supervision	65.5 hours	16 hours
Vehicle Maintenance	29.75 hours	152 hours

